# **Minutes of the meeting of Perton Parish Council, held at Perton Civic Centre on Monday 12th February 2024, 7.00pm**

## **PRESENT:**

Councillors Mrs P Allen, Mrs S Beardsmore, N Caine, P Davis (Vice-Chairman), K Elder, Mrs J Evans,

C Evans, D Glynn (Chairman), Mrs R Heseltine, S Payne, C Rathbone, J Sargent, J Turner and

Mrs B Walters

Parish Clerk Mrs B Hodgetts

Also in attendance:

4 members of public

## 160/23 PUBLIC OPEN SESSION

PCSO S Carter attended the meeting via Microsoft Teams. The Council thanked PCSO Carter for attending.

A resident requested the road sweeper in Lytham Road as there is a large tree that loses its leaves and blocks the drains every autumn. This has been requested previously several times, Councillor Mrs R Heseltine to follow this up and make another request. Councillor P Davis will look at it in the Autumn to make sure that the area is part of the street scene program.

Why are the shrubs pruned on the outside of the Parkway and not the inner? Some of the footpaths have been reduced to half their width due to overgrowth. District Councillors will follow this up.

Cllr N Caine stated that it would be beneficial if there was a definitive map of owners.

SSDC Councillor Mrs K Perry addressed the council regarding heritage assets. A list of heritage assets to be compiled by the District Council. Items of significance could be considered in any future planning applications. This doesn’t mean it needs to be a new asset. The following were suggested: A41 sandstone wall, Navigation building at Brownies, Kingswood Common, buildings on farms, Cranmoor, Wrottesley observatory, other archaeological items of interest underground etc. This could be good for Perton as a lot of residents won’t know the history that Perton has.

SSDC would look at the list and categorise it.

## 161/23 APOLOGIES FOR ABSENCE

No apologies received.

## 162/23 REPORTS – received for information

1. A written report from PCSO S Carter was made available to members.
2. Weekly Clerks reports – previously distributed.

Reports are available on the Parish Council website.

## 163/23 DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

168/23 a) Payment 5210 – Cllr N Caine

168/23 c) Repair/replacement of grass roller - Cllr N Caine

## 164/23 REQUESTS FOR CODE OF CONDUCT DISPENSATIONS

No requests received.

## 165/23 MINUTES

1. **Resolved** that the minutes of the Parish Council Meeting held on 8th January 2024 were a true and correct record.
2. **Resolved** that the minutes of the Parish Council Precept Meeting held on 15th January 2024 were a true and correct record.
3. **Resolved** that an error in the Parish Council minutes held on 11th December 2023 were corrected as follows:

Councillor J Sargent removed from present list as apologies had been received.

1. Noted for information the draft minutes of the following committees/working parties:
   * 1. Allotment Committee meeting held on 17th January 2024
     2. Health & Safety working party held on 18th January 2024
     3. Pavilion & Playing Fields working party held on 31st January 2024
     4. Finance meeting held on 6th February 2024

## 166/23 FINANCE

1. **Paid Expenditure Transactions** between paid between 01/01/24 and 31/01/24.

**Resolved** payments approved.

**Payment Date**

**Reference Paid Tn no Gross Details**

DD 02/01/24 5204 £265.20 ASH Waste Services Ltd General Waste & Recycling

DD 02/01/24 5205 £1,248.00 South Staffordshire Council Business Rates - January

Reimburse 02/01/24 5206 £79.52 Pitchcare.Com Line marking Paint

Bacs 04/01/24 5207 £534.00 S G S Systems Limited Fire Alarm Additions

DD 05/01/24 5208 £11.69 Brightpay Brightpay Connect Monthly Subscript

DD 05/01/24 5209 £191.11 Ricoh Rental Charges: 01/12/23 - 29/02/24 and Copies

Bacs 08/01/24 5210 £85.99 N P Caine Playing Fields - Grass Cutting

Bacs 08/01/24 5211 £60.00 B Osagie Pavilion - Cleaning

DebitCard 09/01/24 5212 £89.88 Home & Motorsave Paint and Decorating Equipment for

DebitCard 10/01/24 5213 £23.00 South Staffordshire Council Premises Licence Amendment

DebitCard 11/01/24 5214 £10.17 The Range 3 x A3 Frames

Bacs 12/01/24 5215 £58.94 Amazon Bar Refurb Supplies

Bacs 12/01/24 5216 £126.12 ESPO Stationery and Cleaning Products

Bacs 12/01/24 5217 £233.47 Citron Hygiene UK Limited Sanitary/Nappy Bin Ann. contract

Bacs 12/01/24 5218 £3,404.60 Staffordshire County Council Pension - December

Bacs 12/01/24 5219 £3,363.76 Inland Revenue Tax & NI - December

DD 17/01/24 5220 £93.93 British Telecom Telephone & Broadband

Bacs 18/01/24 5221 £1,080.00 D L S Electrical Removal of Christmas Lights

CHG 21/01/24 5222 £10.05 HSBC UK Bank Charges

Bacs 22/01/24 5223 £117.31 Waterplus Civic Centre - Water Charges

Bacs 25/01/24 5224 £216.00 Vendaid Drinks Machine Filter Change x2

Bacs 25/01/24 5225 £13.50 Amazon A4 Frames x3

Bacs 25/01/24 5226 £492.00 FAAC Entrance Solutions UK Ltd Annual Contract

Bacs 25/01/24 5227 £336.00 Integrity Surveying Limited Heating Pipes Survey

Bacs 25/01/24 5228 £84.00 Acquiesce Environmental Compliance Ltd

Bacs 25/01/24 5229 £142.62 ESPO Stationery and Cleaning Products 128

Bacs 25/01/24 5230 £1,487.00 South Staffordshire Council Legal Fees for Land Transfer

DD 25/01/24 5231 £940.93 Total Energies Gas & Power Ltd Gas Charges - December

DD 25/01/24 5232 £873.22 Total Energies Gas & Power Ltd Electricity Charges - Dec

Bacs 26/01/24 5233 £12,374.07 Salaries M10

CreditCard 26/01/24 5234 £497.99 E Catering Drinks Fridge for Bar

DebitCard 26/01/24 5235 £15.95 Easy Frame Replacement Acrylic for Council Pho

Bacs 29/01/24 5236 £4,000.00 Enovert Management Ltd 10% Donation - Solar Panel Grant

PettyCash 30/01/24 5243 £109.72 Home & Motorsave Various

PettyCash 30/01/24 5244 £64.89 Sainsbury's Various

PettyCash 30/01/24 5245 £5.00 Martyns Paper for Display Boards

PettyCash 30/01/24 5246 £16.00 Angus Dunphey History Book

PettyCash 30/01/24 5247 £16.76 Codsall Glass Limited Replacement Picture Glass

Bacs 31/01/24 5237 £291.00 South Staffordshire Council Pavilion Business Rates

Bacs 31/01/24 5238 £1,755.00 The UK Firework Co. Ltd 45% Deposit Firework Display

Bacs 31/01/24 5239 £95.97 Halls SMS - Toilet Rolls and Centrefeed Rolls

Bacs 31/01/24 5240 £4,317.72 Ecovision Asset 10% Deposit for Solar Panel Install

Bacs 31/01/24 5241 £108.00 S G S Systems Limited Batteries for Fire System

Bacs 31/01/24 5242 £236.56 EDF Energy Pavilion - Electricity (final bill)

**Total £39,576.64**

1. Cash book to date received and noted for information.
2. Income statement to date received and noted for information.
3. Expenditure and budget to date received and noted for information.
4. A request has been received from Kingsway Foodbank for £1,000 towards the half term Café 29 £1 meals. **Resolved** to grant £500. All further applications must include a copy of the accounts.

Councillors P Davis, S Payne and J Sargent voted against this decision; they felt a precedent would be set as the accounts were not included. All other applications would require a copy of the accounts.

## 167/23 FUNDING OPPORTUNITIES

1. UK Prosperity Fund through the District Council. An expression of interest has been submitted for remedial work to be completed should the Parish Council wish to apply. The fund will only offer 70% of the costs. The only condition to this fund is it needs spending before 31st March 2024. **Resolved** to apply for a maximum of £7,500 which will include repairs to 3 ceilings, a new external door and making electrics safe. This will enable the pavilion to open for hiring. The Clerk along with the Chairman and Chairman of the Playing Fields working party.
2. FCC Communities Foundation grants. Grants are available from £2,000 - £100,000. **Resolved** the Playing Fields Working Party to investigate this funding stream in time for submission before 19th June 2024.

## 168/23 PAVILION AND PLAYING FIELDS

* + - 1. An update on the lease discussion with the District Council was given. It was a very productive meeting. The Parish Council needs to consider the heads of terms in the first instance and needs to consider adding the building, access and permission for additional access points into the lease. The boundaries will need looking at in more detail. The maintenance provision of the open spaces will remain the same with the Parish Council taking responsibility for the pitches. **Resolved** the working party to meet to start the discussion.
      2. An update on the Pitch Power funding was given. Unfortunately, the pitch analysis has not been completed for various reasons. **Resolved** to put a hold on this for now.
      3. The roller for the football pitches has broken. County Councillor Abrahams has agreed to part fund a replacement. **Resolved** to purchase a roller for a maximum of £400.

## 169/23 SOLAR PANELS

Planning approval has been received. The structural survey of the roof will be completed on 4th March. Unfortunately, due to delays with the planning application to the Climate Change Fund from the County Council had closed.

## 170/23 ALLOTMENTS

The section 106 monies for £93,539.92 has been received from SSDC. The water pipes are now in place and the central path is currently being laid. Plots have been marked out.

**Resolved** to pay half the contract cost of £43,250.

A resident has offered to control the rabbit population on the site but needs landowner’s consent. **Resolved** to grant permission as long as control methods are ethical and legal.

## 171/23 CLERKS OFFICE

The workload in the office has increased due to additional responsibilities with the allotments, pavilion and playing fields. There is a duty of care to look after the health of all staff. **Resolved** that Councillors will not visit the office on a Monday unless necessary, and at all other times will make an appointment if the visit requires more than 5 minutes. Clerk to create a protocol giving a standard approach.

Other suggestions included delegating work to the Bookings Clerk, leaving the monthly meeting packs in the reception office, calls to be triaged and to use Microsoft Teams for working party meetings which can be transcribed by any member of staff.

## 172/23 FUTURE DATES

1. **Resolved** to approve the dates for Full Council meeting for 2024/25
2. **Resolved** to approve the dates for Flicks in the Sticks for 2024/25

## 173/23 HEALTH & SAFETY

An update on the risk assessments required, all current risk assessments have policies, there are 9 missing risk assessments, but these are currently being worked on. The Fire Risk assessment report has been received from the County Council.

## 174/23 POLICIES

The following policies were reviewed:

1. Document retention – **Resolved** no amendments
2. Email & use of internet – **Resolved** no amendments
3. Media - **Resolved** no amendments

## 175/23 - STAFFORDSHIRE COUNTY COUNCIL

1. No report received from the County Councillor. Cllr Abrahams has agreed by email to part fund a new grass roller for the football pitches.
2. Severn Trent – **Resolved** to write to the Chairman or Managing Director highlighting our request and concerns.
3. Forest of Mercia have sourced a Silver Birch for the centre of the inner north traffic island. District Council have confirmed the island forms part of the adopted highway/verge cutting program.

## 176/23 - SOUTH STAFFORDSHIRE COUNCIL

1. District Council written report presented from Cllrs Mrs P Allen, P Davis, C Evans and Mrs R Heseltine. The reports were noted for information. Reports are available on the Parish Council website.
2. Speed Impact Devices (SID)- SSDC have informed that a list of sites for the placement of SID’s has been passed to the tactical meeting group to see which sites have issues and will be prioritised.

## 177/23 – DATE AND TIME OF NEXT MEETING – Perton Civic Centre, Board room 7pm

Full Council Meeting of Perton Parish Council - 11th March 2024

**Meeting closed at 9.42pm**

Signed ………………………………………………………………… Date: …………………………………………

Chairman

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/23 and 31/01/24 inclusive. This may include

transactions with ledger dates outside this period.

Balances at the start of the year

**Ordinary Accounts**

Co-operative Bank £1,441.07

HSBC Current Account £14,270.44

Petty Cash Account £250.00

Public Sector Deposit Fund £156,000.00

Total £171,961.51

RECEIPTS Net Vat Gross

Parish Council £243,310.77 £0.00 £243,310.77

Civic Centre £74,499.68 £0.00 £74,499.68

Pavilion & Playing Fields £1,015.00 £0.00 £1,015.00

Total Receipts £318,825.45 £0.00 £318,825.45

PAYMENTS Net Vat Gross

Parish Council £168,331.38 £3,721.22 £172,052.60

Civic Centre £114,136.46 £5,784.84 £119,921.30

Allotments £2,043.70 £399.34 £2,443.04

Pavilion & Playing Fields £3,207.46 £117.39 £3,324.85

Total Payments £287,719.00 £10,022.79 £297,741.79

Closing

**Ordinary Accounts**

Co-operative Bank £441.07

HSBC Current Account £21,354.10

Petty Cash Account £250.00

Public Sector Deposit Fund £171,000.00

£193,045.17

Total £193,045.17

Uncleared and Unpresented

Statement Closing

**Ordinary Accounts**

Co-operative Bank £441.07

HSBC Current Account £21,354.10

Petty Cash Account £250.00

Public Sector Deposit Fund £171,000.00

Total £193,045.17